

**Meeting of the Stonehaven Tolbooth Association**  
**Wednesday 1<sup>st</sup> May 2013**  
**Invercarron Resource Centre**

## **Agenda**

- 1 Welcome
- 2 Apologies
- 3 Minutes of previous meeting
  - a) acceptance
  - b) matters arising
- 4 Chair's report
- 5 Treasurer's report
- 6 Secretary's report
- 7 Curator's report
- 8 Shop report
- 9 Events Report
- 10 AOCB
- 11 Date of next meeting

## **Minutes**

**Present.** Andrew Newton (AN), Cressida Coates (CC), Dennis Collie (DC), Jacqui Harrold (JH), Gwynne Stewart (GSt), Liz Molloy (LM), Rachel Shanks (RS)

**1 Welcome.** Cressida Coates welcomed the trustees.

**2 Apologies.** George Strang (GS), Laura Christie (LC), Jim Bruce (JB)

**3 Minutes of previous meeting.**

**a) Acceptance** The minutes of previous meeting were accepted

**b) Matters arising**

<b>Action Point</b>	<b>Person</b>	<b>Action</b>
Organise training/social event on 20 <sup>th</sup> March.	CC	Completed. The event was well received by the attendees and there was also a positive feedback. It was suggested that such events should be held 2/3 times a year although it was felt that future occasions should have a more structure form – perhaps talks on various displays
Investigate purchase of T-shirts for volunteers	JH	Email sent out and orders received for a further 5 T-shirts; there were also enquiries about sleeveless fleeces and polo shirts. JH will place an order with Woodview very shortly.
Determine whether volunteers wish to acquire any further fleeces etc.	CC	Covered in previous comment

Report on conversation with Raymond Milne re DVDs	LC	LC was absent so progress unknown.
'Chase' Carol Leathley over new agreement and footfall	CC	A new 3 year agreement was signed on 29 <sup>th</sup> April. The new agreement is identical to the 2012-2013 agreement
Purchase new visitor book	DC	We now have 2 spare books
Investigate shop shelving	DC	DC heavily committed in previous months but now about to action task (see also AOCB 10.4)
Make preliminary investigations into funding opportunities	JH	With the new 3 year agreement external funding becomes more feasible although we may have to consider match funding. JH is to explore funding opportunities from an Edinburgh based organisation

**Action Points.** **JH** to investigate funding from Edinburgh organisation.  
**LC** to report on conversation with Raymond Milne re DVDs

#### **4 Chair's report**

CC has been contacted by Andrew Lawson (Stonehaven sea cadets) about the possibility of storing 4 boats in the outer courtyard (see also Treasurer's report).

Stonehaven Town Partnership are holding a Planning for Real exercise on 3<sup>rd</sup> and 4<sup>th</sup> May and have offered a table to STA. CC offered to create a display encouraging people to join our organisation and to man the table on 3<sup>rd</sup> ; David Fleming will provide support on the second day.

#### **5 Treasurer's report**

Currently the STA's assets stand at £9396.

Giftaid is a very useful source of extra income and in 2 year's time could have a significant impact on the amount of money generated by the casual donations in the 'barrel'. Unfortunately the current level of Giftaid is very small; DC requested that the committee consider ways in which the 'giving area' is made more conducive to 'giving'. Redesign the area? More publicity? Posters?

A recent daily sheet was returned with no information on it. It is essential that these sheets are completed as they contain information that is required a) under the terms of the Access Agreement and b) for the efficient running of the museum.

**Action Point.** CC to send out an email reminding all volunteers of the importance of the daily sheet.

#### **6 Secretary's report**

AN met with representatives from the Equality and Human Rights Commission. During conversation the Commission agreed that because the Tolbooth was a listed building it was very difficult to provide access to all challenged people. The Commission are content with minor procedures e.g. hazard strips on steps and see no need to go beyond these actions.

The annual report to OSCR is being prepared; as this is our first it is a bit of a learning curve but everything is under control to deliver during the summer.

As intimated in section 3(b) a new 3 year agreement has been signed with Aberdeenshire Council and this should provide both the museum and Association with some stability.

## **7 Curator's report**

GS is on holiday and no report is available.

## **8 Shop report**

DC has made an analysis of previous sales and the top sellers are tea towels followed by postcards, insects and butterflies. The small soaps have also sold well but the manufacturer has ceased trading and JH is unsure whether she can find another supplier at the right price. A special deal has been struck with the author of a children's book and the sales look promising.

JH raised the problem of badges supplied by Jim Bruce which related to various charities. Both JH and RS questioned the ethics of reselling badges that had already been sold for a charity and the committee agreed that they should be withdrawn.

JH has brought a large amount of stock but is unhappy where it is currently stored as she believes that it could be exposed to pilfering and also it is difficult to keep track of stock. There was considerable discussion over this matter but see also AOCB (10.4)

## **9 Events Report**

RS reported that 2 visits are expected from local schools in May.

On 9<sup>th</sup> May P3 from Arduthie School will visit from 1345 to 1445. Jacqui Harrold/ Dennis Collie/ David Fleming and Lynn Zaccarini will be available.

On 16<sup>th</sup> May the other P3 class from Arduthie will visit from 1000 to 1100. George Strang/ Cressida Coates and Andrew Newton will be available.

The Oil Wives have arranged a visit for 9<sup>th</sup> May. George Strang/Gywnne Stewart and Ian Balgowan will be available.

## **10 AOCB**

**10.1** Use of outer courtyard. Both CC and DC have been approached by other organisations that wish to make use of the outer courtyard – tea Sea Cadets to store 4 boats and Castle Charter to install a kiosk for selling tickets for marine cruises. AN pointed out that it may not be within the remit of STA to grant such requests. CC agreed to follow up the requests with further discussions with the two parties involved.

**10.2.** The next issue of the Tolbooth Times is about to be issued.

**10.3.** DC reported that the Grassic Gibbon Centre is disposing of some old display cases and suggested that they may be suitable for our museum. DC to investigate.

**10.4.** RS stated that the displays surrounding the shop were confusing as visitors sometimes could not differentiate between artefacts and items for sale. It was also her opinion that we should reduce the number of artefacts on display and create a less cluttered museum. DC was

of the opinion that the shop area, stock storage and the area surrounding the shop should be reviewed and offered to survey and come back with some proposals.

**10.5.** There is an old humidity machine in the Office which is taking up valuable storage space. AN informed the committee that the servicing company has advised that it was u/s. CC to contact Mintlaw concerning disposal.

**10.6.** It was agreed to install a lockable cupboard for handbags in the Office.

**10.7.** LM intimated that she wished to resign as a Trustee but was willing to continue as a volunteer and monitor activity on TripAdvisor. The resignation was accepted with reluctance.

**10.8.** AN proposed that STA should approach Stonehaven Heritage Society in the hope that relationships could be improved. The committee agreed to this measure.

**Action Points.** CC to contact Sea Cadets and Castle Charters

DC to investigate suitability of old display cases at Grassic Gibbon Centre

DC to survey shop area and report on potential revamp

CC to contact ACMS at Mintlaw regarding disposal of old humidifier

AN to approach Stonehaven Heritage Society

### **11 Date of next meeting.**

Wednesday 29<sup>th</sup> May. Time and venue to be announced.

Andrew Newton

18<sup>th</sup> May 2013

Secretary

Stonehaven Tolbooth Association.

(Tolbooth Museum)

A Scottish Charitable Incorporated Organisation

SC043279

### **Summary of Action Points**

<b>Action Point</b>	<b>Person</b>
Investigate funding from Edinburgh organisation	JH
Report on conversation with Raymond Milne re DVDs	LC
Send out an email reminding all volunteers of the importance of the daily sheet.	CC
Contact Sea Cadets and Castle Charters	CC
Investigate suitability of old display cases at Grassic Gibbon Centre	DC
Survey shop area and report on potential revamp	DC
Contact ACMS at Mintlaw regarding disposal of old humidifier	CC
Approach Stonehaven Heritage Society	AN